

11-27-2017

# November 27, 2017 Armstrong State University Faculty Senate Agenda

Armstrong State University

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**Armstrong State University**  
**Faculty Senate Meeting**  
**Agenda of November 27, 2017**  
**Student Union, Ballroom A, 3:00 p.m.**

- I. Pre-Senate Working Session (3:00–3:30 p.m.)
- II. Call to Order
- III. Senate Action
  - A. Approval of Minutes from [October 16, 2017](#) Faculty Senate Meeting
  - B. Approval of Minutes from [November 13, 2017](#) Faculty Senate Meeting
  - C. Brief Remarks from Dr. Jennifer Frum, University President
  - D. Brief Remarks from Dr. Chris Curtis, Interim Provost and Vice-President of Academic Affairs
  - E. Brief Remarks from Dr. Maxine Bryant, Interim Director, Office of Equity, Diversity, and Inclusion
  - F. Old Business
    - 1. Recurrent Updates: None
    - 2. Other Old Business
      - i. Consolidation Updates and Reports
        - a. CIC Update
        - b. Faculty Governance OWG Update
          - i. Bylaws (Appendix B)
        - c. Other OWG Updates
      - ii. Resolution from October 16
      - iii. Parking fee
    - 3. Old Business from the Floor
  - G. New Business
    - 1. Faculty Involvement in the Academic Calendar
    - 2. Membership on Tenure and Promotion Review Committees
    - 3. Armstrong faculty representation on college-level faculty executive councils in the new GSU
    - 4. Resolution in recognition of Tim Moody (Appendix C)
    - 5. Committee Membership and Reports
      - i. University Curriculum Committee (Appendix A)
      - ii. Governance Committee
      - iii. Academic Standards
      - iv. Education Technology
      - v. Faculty Welfare
      - vi. Planning, Budget, and Facilities
      - vii. Student Success
        - a. Academic Standing Policy (Appendix D)
        - b. Course Withdrawal Policy (Appendix E)
        - c. Limited Grade Forgiveness Policy (Appendix F)
        - d. Withdrawing from the University Policy (Appendix G)
    - 6. New Business from the Floor

#### H. Senate Information and Announcements

1. Send Committee Meeting Dates and Minutes to [faculty.senate@armstrong.edu](mailto:faculty.senate@armstrong.edu)
2. Send Changes in Committee Membership, Chairs and Senate Liaisons to [governance.senate@armstrong.edu](mailto:governance.senate@armstrong.edu) and [faculty.senate@armstrong.edu](mailto:faculty.senate@armstrong.edu)
3. Announcements (from the floor)

#### IV. Adjournment

## Appendix A

# Armstrong

## UNIVERSITY CURRICULUM COMMITTEE

University Hall 282

Minutes, November 16, 2017

**PRESENT:** Kathryn Craven, Jose da Cruz (vice chair), John Hobe, Rick McGrath (chair), Jared Schlieper, Pamela Sears, Julie Swanstrom, Phyllis Fulton (Catalog Editor)

**GUESTS:** Amee Adkins, Donna Brooks, Brent Feske, Catherine Gilbert, Beth Howells, Bob LeFavi, Scott Mateer, Sandy Streater, Josh Williams, Teresa Winterhalter

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- I. CALL TO ORDER.** The meeting was called to order at 3:00 p.m. by Dr. 3:00 by Dr. Rick McGrath.

**IV. OLD BUSINESS – 10/31 Curriculum Coming Forward**

**Items in this section were approved as presented, with the exception of FMAD courses. FMAD 3231, a required course in the major and minor, has a hidden prerequisite—LSTD 2106—that is not required in the major or minor. FMAD courses approved with the stipulation that this be corrected.**

**A. College of Arts and Humanities.....Refer to the [Curriculum Site](#) for details**  
**Betty Foy Sanders Department of Art**

Corrected Program(s)

Art B.A. (Concentration in Art History)

Art B.A. (Concentration in Studio Art)

Art B.A. (Concentration in Visual Arts)

Art B.F.A. (Concentration in 2D Studio: Drawing, Painting, Print/Paper/Book Arts)

Art B.F.A. (Concentration in 3D Studio: Ceramics, Small Metals Design, Sculpture)

Graphic Design B.F.A.

Course(s)

Art Department Courses

**Department of Communication Arts**

Course(s)

COMM

COMS

**Department of Foreign Languages**

Course(s)

ARAB

CHIN

FORL

FREN

GRMN

JAPN

LATN

SPAN

**Department of History**Course(s)

History Department Courses

**Department of Literature**Course(s)

Literature Department Courses

## **Department of Music**

### Program(s)

Music B.M. (Concentration in Composition)  
Music B.M. (Concentration in Instrumental Performance)  
Music B.M. (Concentration in Piano Performance)  
Music B.M. (Concentration in Voice Performance)

### Course(s)

MUSA  
MUSC  
MUSE

## **Department of Philosophy & Religious Studies**

### Program(s)

Philosophy B.A. (Religious Studies Concentration)  
Philosophy B.A.

### Course(s)

Philosophy Department Course  
Religious Studies Courses

## **Dean's Office**

### Course(s)

Irish Studies Courses

## **B. College of Behavioral and Social Sciences...Refer to [Curriculum Site](#) for details**

### **Department of Criminal Justice and Criminology**

#### Course(s)

CRJU Department Courses

### **Department of Human Ecology**

#### Course(s)

FMAD Courses

### **Department of Political Science and International Studies**

#### Program(s)

International Studies B.A.  
Political Science B.A.

#### Course(s)

International Studies Courses  
International Trade Courses  
Political Science Courses

### **Department of Public and Non-Profit Studies**

#### Course(s)

PBAD Department Courses

### **Department of Sociology and Anthropology**

#### Course(s)

ANTH Courses  
SOCI Courses

**C. Waters College of Health Professionals Professions...Refer to [Curriculum Site](#) for details Office of the Dean**

Course(s)

[HLPR Courses](#)

**School of Nursing**

Course(s)

[All Nursing Courses](#)

**Department of Health Sciences and Kinesiology**

Course(s) – No Revisions

[GERO](#)

[HITC](#)

[HSCG](#)

[HSCA](#)

[HSCC](#)

[HSCF](#)

[HSCP](#)

[SMED](#)

Course(s) – Revisions

[HSCA](#)

[HSCC](#)

[MHSA](#)

**Department of Diagnostic and Therapeutic Sciences**

Course(s) – No Revisions

~~[MEDI](#)~~ [MEDT](#)

[CVIS](#)

~~[DDRS](#)~~

[DDTS](#)

[RADR](#)

[RADS](#)

[RDSC](#)

[RTHR](#)

[NUCM](#)

[RESP](#)

[SONO](#)

**Department of Rehabilitation Sciences**

Course(s) – No Revisions

[CSDS](#)

[RHAB](#)

**D. College of Science and Mathematics....Refer to [Curriculum Site](#) for details**

**Department of Geology and Geography**

Program(s)

[Geology B.S.](#)

Course(s)

[GEOG](#)

[GEOL](#)

**Department of Mathematical Sciences**

Course(s)

MATH

STAT

**E. University Honors Program .....Refer to [Curriculum Site](#) for details**

Course Prefix(es)

UHON

HONS

**V. NEW BUSINESS – No Pending Corrections**

**Items in this section were approved as presented.**

**F. College of Arts and Humanities.....Refer to [Curriculum Site](#) for details**

**Department of Communication Arts**

Program(s)

Multimedia Film and Production, B.S.

Public Relations B.S.

Multimedia Journalism B.S.

Theatre B.A.

Course(s)

MMFP

MMJ

ENGL

FILM

PRCA

**Department of Interdisciplinary Programs**

Program(s)

B.A., Women's, Gender, and Sexuality Studies

Course(s)

AAST

WGST

**Department of Interdisciplinary Studies**

Program(s)

Interdisciplinary Studies B.I.S.

Interdisciplinary Studies B.I.S. (Online)

**Department of Writing and Linguistics**

Program(s)

Writing B.A.

Course(s)

ENGL

ESL

WRIT

**G. College of Behavioral and Social Sciences...Refer to [Curriculum Site](#) for details**

**Department of Human Ecology**

Program(s)

Interior Design B.S.

Recreation B.S.



## **Department of Psychology**

### Program(s)

Psychology B.A.

Psychology B.S.

## **Department of Sociology and Anthropology**

### Program(s)

Anthropology B.A. (Originally submitted to 10/31, but pulled for revisions)

## **H. College of Engineering and Information Technology**

.....Refer to [Curriculum Site](#) for details

### **Department of Information Technology**

#### Program(s)

Information Technology B.S.I.T., Concentration in Data Science

### **Department of Civil Engineering & Construction**

#### Program(s)

Civil Engineering B.S.C.E.

## **Department of Electrical and Computer Engineering**

### Program(s)

Computer Engineering B.S.Cp.E.

Electrical Engineering B.S.E.E.

## **I. College of Business.....Refer to [Curriculum Site](#) for details**

### **Department of Economics**

#### Program(s)

Economics B.A.

Economics B.B.A. (International Business Emphasis)

Economics B.B.A.

### **Department of Finance**

#### Program(s)

Finance B.B.A.

#### Course(s)

FINC

### **Department of Information Systems**

#### Program(s)

Information Systems B.B.A.

Information Systems B.B.A. (Business Intelligence Emphasis)

Information Systems B.B.A. (Enterprise Resource Planning Systems Emphasis)

Information Systems B.B.A. (Enterprise Security Emphasis)

#### Course(s)

CISM

### **Department of Logistics & Supply Chain Management**

#### Program(s)

Management B.B.A. (Emphasis in Operations Management)

Logistics and Intermodal Transportation B.B.A.

BUSA  
LOGT  
MGNT

### **Department of Management**

#### Program(s)

Management B.B.A.  
Management B.B.A. (Emphasis in Entrepreneurship and Innovation)  
Management B.B.A. (Emphasis in Hospitality Management)  
Management B.B.A. (Emphasis in Human Resource Management)

#### Course(s)

BUSA  
HNRM  
MGNT

### **Department of Marketing**

#### Program(s)

Marketing B.B.A.  
Marketing B.B.A. (Emphasis in Fashion Merchandising)  
Marketing B.B.A. (Emphasis in Retailing Management)  
Marketing B.B.A. (Emphasis in Sales and Sales Management)

#### Course(s)

MKTG

### **School of Accounting**

#### Program(s)

Accounting B.B.A.

#### Course(s)

ACCT  
LSTD

## **J. College of Education.....Refer to [Curriculum Site](#) for details**

### **Department of Curriculum Foundations and Reading**

#### Course(s)

EDUC  
EDUF  
EDUR  
READ

### **Department of Elementary & Special Education**

#### Program(s)

Elementary Education B.S.Ed. Certification Track  
Special Education B.S.Ed. Certification Track  
Professional Studies Elementary Education/Non-Certification B.S.Ed.  
Professional Studies Special Education/Non-Certification B.S.Ed.

#### Course(s)

COED  
ECED  
SPED

Course(s)

**Department of Middle Grades and Secondary Education**

Program(s)

Health and Physical Education B.S.Ed. Certification Track  
Middle Grades Education B.S.Ed. Certification Track  
Secondary Education B.S.Ed. (Concentration in Biology Education) Certification Track  
Secondary Education B.S.Ed. (Concentration in Chemistry Education) Certification Track  
Secondary Education B.S.Ed. (Concentration in Mathematics Education) Certification Track  
Secondary Education B.S.Ed. (Concentration in Physics Education) Certification Track  
Secondary Education B.S.Ed. (Concentration in English Education) Certification Track  
Secondary Education B.S.Ed. (Concentration in History Education) Certification Track  
Professional Studies Health & Physical Education/Non-Certification B.S.Ed.  
Professional Studies Middle Grades Education/Non-Certification B.S.Ed.  
Professional Studies Secondary Ed Concentration in Biology Education/Non-Certification B.S.Ed.  
Professional Studies Secondary Ed Concentration in Chemistry Education/Non-Certification B.S.Ed.  
Professional Studies Secondary Ed Concentration in English Education/Non-Certification B.S.Ed.  
Professional Studies Secondary Ed Concentration in History Education/Non-Certification B.S.Ed.  
Professional Studies Secondary Ed Concentration in Mathematics Ed/Non-Certification B.S.Ed.  
Professional Studies Secondary Education Concentration in Physics Ed/Non-Certification B.S.Ed.

Course(s)

COED  
ECED  
SPED  
ESED  
ISCI  
MGED  
SCED

**Department of Leadership, Technology & Human Development**

Course(s)

LTHD Department Courses

**K. College of Science and Mathematics....Refer to [Curriculum Site](#) for details**

**Department of Biology**

Course(s)

Biology Department Courses

**Department of Chemistry & Biochemistry**

Program(s)

Chemistry B.A.

Course(s)

Chemistry & Biochemistry Department Courses

**L. Waters College of Health Professionals Professions.....Refer to [Curriculum Site](#) for details** **Department of Health Science and Kinesiology**

Course(s)

NTFS  
PEBC  
PEHM  
PEEC

**M. First Year Experience**

FYE  
FYSE  
FYSH  
FYSL  
FYSS

## **N. ASSOCIATE DEGREES**

Program(s)

Associate of Arts (A.A.)

Associate of Science (A.S.)

## **VI. NEW BUSINESS – Pending Corrections**

**Items in this section were passed with the stipulation that the specified corrections be made before the item progresses to the Provost, with the exception of the Law and Society BA, which is approved as is. See attached memo from Dr. McGrath.**

### **O. College of Arts and Humanities.....Refer to [Curriculum Site](#) for details Department of Interdisciplinary Studies**

Course(s)

Interdisciplinary Studies Courses

### **P. College of Behavioral and Social Sciences...Refer to [Curriculum Site](#) for details Department of Human Ecology**

Program(s)

Child and Family Development B.S.

Course(s)

CHFD Courses

INDS Courses

RECR Courses

### **Department of Political Science and International Studies**

Program(s)

Law and Society B.A. (still pending)

### **Q. College of Engineering and Information Technology .....Refer to [Curriculum Site](#) for details Department of Information Technology**

Program(s)

Information Technology B.S.I.T.

Course(s)

IT

### **Department of Civil Engineering & Construction**

Program(s)

Construction Management B.S.Cons.

Construction Engineering B.S.Con.E.

Course(s)

CENG

TCM

### **Department of Computer Science**

Program(s)

Computer Science B.S.

Course(s)  
CSCI

**Department of Electrical and Computer Engineering**

Course(s)  
ENGR  
EENG

**Department of Manufacturing Engineering**

Program(s)  
Manufacturing Engineering B.S.Mfg.E.

Course(s)  
MFGE

**Department of Mechanical Engineering**

Program(s)  
Mechanical Engineering B.S.ME.

Course(s)  
ENGR  
MENG

**R. College of Science and Mathematics.....Refer to [Curriculum Site](#) for details**

**Department of Biology**

Program(s)  
Biology B.A.  
Biology B.S.

**Department of Chemistry & Biochemistry**

Program(s)  
Biochemistry B.S.  
Chemistry B.S.

**S. Waters College of Health Professionals.....Refer to [Curriculum Site](#) for details**

**Department of Rehabilitation Services**

Program(s)  
Rehabilitation Sciences B.S.

**VII. NEW BUSINESS – Minors**

**Items in this section were approved as presented, except for the Chemistry and Geology minors, which were withdrawn by the departments.**

**A. College of Arts and Humanities.....Refer to the [Curriculum Site](#) for details**

**Betty Foy Sanders Department of Art**

Minor, Animation and New Media (Statesboro Campus)  
Minor, Art (Armstrong Campus)  
Minor, Art History (Armstrong Campus)  
Minor, Art History (Statesboro Campus)  
Minor, Graphic Communications (Statesboro Campus)  
Minor, Graphic Design (Armstrong Campus)  
Minor, Photography and Digital Imaging (Statesboro Campus)  
Minor, Studio Art (Statesboro Campus)

### **Communication Arts Department**

Film Studies Interdisciplinary Minor  
Multimedia Journalism Minor  
Multimedia Film and Production Minor  
Public Relations Minor  
Theatre Minor

### **Department of Literature**

English Minor

### **Department of Music**

Applied Music Minor  
Music Minor  
Music History and Literature Minor  
Music Technology Minor

### **Department of Philosophy & Religious Studies**

Philosophy Minor

### **Writing and Linguistics Department**

Applied Linguistics Minor  
Professional and Technical Writing Minor  
Writing Minor

### **Interdisciplinary Programs**

Africana Minor  
Environmental Studies Minor  
European Union Studies Minor  
Women's, Gender and Sexuality Studies Minor

## **B. College of Behavioral and Social Sciences...Refer to [Curriculum Site](#) for details**

### **Department of Criminal Justice and Criminology**

Criminal Justice and Criminology Minor  
Cybercrime Minor  
Justice Studies Minor  
Transnational Crime Minor

### **Department of Human Ecology**

Fashion Merchandising and Apparel Design Minor  
Recreation and Tourism Management Minor

### **Department of Political Science and International Studies**

Asian Studies Minor  
International Studies Minor  
Legal Studies Minor  
Political Science Minor

### **Department of Public and Non-Profit Studies**

Public Administration Minor

### **Department of Psychology**

Applied Behavior Analysis Minor

Mental Health Minor  
Neuroscience Minor  
Organizational Psychology Minor  
Psychology Minor

**Department of Sociology and Anthropology**

Anthropology Minor  
Sociology Minor

**C. College of Science and Mathematics....Refer to [Curriculum Site](#) for details**

**Department of Biology**

Biology Minor

**Department of Chemistry and Biochemistry**

Biochemistry Minor

~~Chemistry Minor~~ Withdrawn

**Department of Geology and Geography**

Geography Minor

~~Geology Minor~~ Withdrawn

Geography Information Science Minor

**Department of Mathematical Sciences**

Mathematical Sciences Minor

**Department of Physics and Astronomy**

Physics Minor

**D. College of Business....Refer to [Curriculum Site](#) for details**

**Department of Economics**

Economics Minor

**Department of Finance**

Finance Minor

**Department of Information Systems**

Business Analytics Minor

**E. College of Education....Refer to [Curriculum Site](#) for details**

**Department of Leadership, Technology & Human Development**

Instructional Design and Technology Minor

**F. College of Engineering & Computing....Refer to [Curriculum Site](#) for details**

**Department of Information Technology**

Cyber Security Minor

**VIII. NEW BUSINESS – Certificates and Other Programs**

Items in this section were approved as presented, except for the Certificate in Health Sciences, which does not exist.

**T. College of Arts and Humanities.....Refer to [Curriculum Site](#) for details**

**Department of Communication Arts**

Film Studies Interdisciplinary Minor



**Department of Foreign Languages**

Latin American Studies Undergraduate Certificate  
Spanish for the Professional Undergraduate Certificate

**Department of Interdisciplinary Studies**

Religious Studies Interdisciplinary Concentration  
Applied Linguistics Concentration

**Department of Philosophy & Religious Studies**

Religious Studies Interdisciplinary Minor

**Department of Writing and Linguistics**

Linguistics Interdisciplinary Minor

**Dean's Office**

Irish Studies Interdisciplinary Minor

**U. College of Behavioral and Social Sciences...Refer to [Curriculum Site](#) for details**

**Department of Psychology**

Program(s)

Undergraduate Certificate in Applied Behavior Analysis

**V. College of Education.....Refer to [Curriculum Site](#) for details**

**Department of Middle Grades and Secondary Education**

Program(s)

English for Speakers of Other Languages (ESOL) Education Endorsement

**W. College of Engineering and Information Technology**

.....Refer to [Curriculum Site](#) for details

**Department of Information Technology**

Program(s)

Cyber Security Undergraduate Certificate

**X. College of Business.....Refer to [Curriculum Site](#) for details**

**Department of Information Systems**

Program(s)

Business Analytics Interdisciplinary Minor

**Y. Waters College of Health Professionals.....Refer to [Curriculum Site](#) for details**

**Department of Health Science and Kinesiology**

Program(s)

~~Health Sciences Certificate~~ Does not exist

Gerontology Certificate

**IV. OTHER BUSINESS**

**V. ADJOURNMENT.** The meeting was adjourned at 4:53.

Submitted by Phyllis Fulton.



A note on the November 16, 2017 Armstrong University Curriculum Committee Meeting.

All agenda items passed with the following stipulations.

Except for the Law and Society BA, all new business items that were placed on the agenda "pending correction" were voted upon with the stipulation that the specified corrections be made before the item progresses to the Provost.

The Law and Society BA was passed as written without the requirement for a minor. This was confirmed with Chris Ludowice during a call while the curriculum committee meetings were in progress. At that time we agreed that for the Law and Society BA a minor is not required. The Law and Society BA should progress to the Provost for a signature without any changes.

Please contact me if there are any questions about anything stated above.

Regards

A handwritten signature in black ink, appearing to read "Rick McGrath", with a stylized flourish at the end.

Rick McGrath  
Armstrong UCC Chair

## Appendix B

### ***Bylaws of the Faculty Senate***

The operating rules of the Senate are set forth in the *Bylaws* which were approved by the Faculty Senate, January 22, 1996, and last amended on October 8, 2014. These *Bylaws* establish the operating procedures and committee structure and membership.

#### **ARTICLE I—PURPOSE**

**SECTION 1.** The Faculty Senate shall serve as the representative and legislative agency of the faculty. As such, it shall serve as the official faculty advisory body to the President. Within the policy framework of the Board of Regents of the University System of Georgia, and with the approval of the President, the recommendations of the Faculty Senate shall be the academic policy of the University to be implemented by the administration.

**SECTION 2.** The academic affairs of the University which concern the Faculty Senate and for which it shall be responsible in formulating policies and reviewing procedures include academic activities, general educational policy of the University, the welfare of the faculty, and other matters which maintain and promote the best interests of the faculty and the University as specified in the *Policy Manual of the Board of Regents*.

**SECTION 3.** These *Bylaws* shall be interpreted to allow the Faculty Senate to accomplish its responsibilities and objectives provided such interpretation does not directly conflict with the *Statutes* of Georgia Southern University.

#### **ARTICLE II—MEMBERSHIP AND MEETINGS**

**SECTION 1.** Membership criteria are described in detail in Article V of the *Statutes* of Georgia Southern University. In particular,

a. each college and the library will have the total number of its full-time faculty divided by 15; for every 15 faculty members, or major portion thereof (i.e., 8-14), that unit will receive a Senate seat to be filled by election following each unit's election process.

b. no unit shall have fewer than two Senate seats, even if that means apportioning a seat to a unit that is not strictly called for by the ratio in part (a.) of this section.

c. Each unit shall fill one Senate seat with a faculty member based on the Armstrong campus and one Senate seat with a faculty member based on the Statesboro campus.

~~d.~~ should apportionment calculations direct a reduction in a unit's number of Senate seats, no sitting senator will be removed; that seat will be eliminated when the first senator of that unit to reach his or her term limit rotates off the Senate. Also, no unit will lose more than one seat in any given year, the Senate Executive Committee (SEC) being charged with adjusting the terms of elected senators so that the staggered term rotation of senators in a unit will not be jeopardized.

~~e.~~ members of the faculty who are full-time administrators (distinguished by an administrative contract or no teaching duties) are not eligible to serve as senators or on senate committees. Should a senator (or committee member) accept a full-time twelve months administrative position, whether permanent or interim, that individual should resign from their senate seat and/or all committees on which they are serving.

**SECTION 2.** Policies for scheduling regular and called meetings and the frequency of meetings are also described in the *Statutes*. The President of the University shall provide to the faculty abbreviated minutes summarizing all action items within 10 working days following each meeting. Any member of the university community is welcome to attend Senate meetings as an observer.

**SECTION 3.** Senators will receive in writing any item intended for notification, discussion, or action at least two work days in advance of the Senate meeting at which said item will appear on the agenda, and they will receive copies of any documents related to said agenda item at least two work days in advance of the Senate meeting. For purposes of these *Bylaws*, the work week is defined as 8 a.m. on Monday until 5 p.m. on Friday when classes are in session.

**SECTION 4.** Faculty Senate meetings shall be conducted according to *Robert's Rules of Order* and in accordance with the most recent Senate Protocol.

**SECTION 5.** By direction of the Board of Regents, the President of Georgia Southern University shall preside at all meetings of the Faculty Senate. The President may ask the Chair of the Senate Executive Committee to serve as Senate ~~Moderator~~ President.

#### **ARTICLE III—OFFICERS**

SECTION 1. The officers of the Faculty Senate shall consist of the ~~Senate President and who is the~~ Chair of the Senate Executive Committee, the voting members of the Senate Executive Committee, ~~the President Elect~~, the Senate Secretary, and the Senate Librarian. All officers shall be senators.

SECTION 2. The Senate Executive Committee shall serve as the chief governing body for all matters before the Senate, including procedure and protocol. It shall be the purpose of the Senate Executive Committee to guide the actions of the Senate so as to enhance all Faculty Senate activities.

SECTION 3. The Senate Executive Committee shall consist of one senator from each college and the library, elected by the faculty in their respective units for two-year staggered terms, and the ~~Senate President who serves as the~~ Chair of the Senate Executive Committee. Additionally, ~~the President Elect~~, the Senate Librarian and the Senate Secretary shall serve in an advisory role as non-voting members, unless they represent their colleges on the Senate Executive Committee. A non-voting staff member designated by the President ~~of the University~~ shall serve as a liaison with the Senate Executive Committee. Staff assistance and administrative support shall be provided through the Office of the Faculty Senate.

SECTION 4. The ~~Senate President and Chair of the Senate Executive Committee~~ shall ~~preside as chair serve as Moderator~~ at Senate meetings if so requested by the President of the University and facilitate the operations of the Faculty Senate. The chair shall vote only in the case of a tie in the committee or in the Senate.

SECTION 5. The duties of the Senate Executive Committee shall be as follows:

- a. coordinate an orientation workshop for incoming senators and alternates prior to the first Faculty Senate meeting of the academic year on a date determined by the Senate Executive Committee;
- b. appoint a parliamentarian to counsel the presiding officer regarding matters of parliamentary procedure. The parliamentarian, who may be chosen from any member of the university community, must be confirmed by a majority vote of the Senate;
- c. review the report of the Senate Librarian as a means of expediting all Senate activities;
- d. review all proposed agenda items prior to the construction of the Senate meeting agenda. The Chair of the Senate Executive Committee shall advise the President regarding the inclusion of these items on the agenda;
- e. nominate one faculty member to serve as the institutional representative to the National Collegiate Athletic Association. This appointment must be confirmed by a majority vote of the Faculty Senate. There shall be a one-year apprenticeship prior to becoming the institutional representative. The institutional representative shall serve a six-year term of office (a total of seven years) and may succeed himself/herself. In cases where the institutional representative has been elected to office in the Sun Belt Conference and the term of that office exceeds the six-year term, the President of the University, in consultation with the Senate Executive Committee, may extend the term of the institutional representative to coincide with the term of the elected office in the Sun Belt Conference. Such an extension shall normally be limited to no more than two years;
- f. nominate one faculty member to serve as the Strategic Planning Committee (SPC) Representative who shall serve a one-year apprenticeship and a two-year term. This appointment must be confirmed by a majority vote of the Faculty Senate;
- g. nominate one faculty member to serve a one-year term as Student Government Association (SGA) representative. This vote must be confirmed by a majority vote of the Faculty Senate;
- h. appoint members to both standing committees and ad hoc committees. In general, members shall be chosen to ensure representation from across the university community. The Senate Executive Committee shall solicit interest for nomination or appointment to standing and ad hoc committees. However, in some cases, qualifications for committee membership shall accrue directly from the nature of the committee activity and the interest and talents of certain individuals;
- i. appoint and/or nominate, as appropriate, faculty to other university committees as requested by the President;
- j. ensure that each ad hoc committee has a specific charge that outlines measurable objectives and appropriate time constraints and require that each ad hoc committee submit to the Senate Executive Committee a written report summarizing its activity. The Senate Executive Committee shall provide reports to the Senate for review and action, as needed;
- k. meet at least once per semester with the chair of each ad hoc committee and may meet with the chair of any standing committee at the request of the Senate ~~Executive Committee Chair~~ President. The purpose of these meetings is to review

the committees' progress toward the accomplishment of their objectives and to provide advice and assistance as appropriate;

l. review all the foundational documents of the University as they relate to the faculty, including, but not necessarily limited to, the *Statutes*, *Bylaws*, and various handbooks; examine extant committee structure of the Senate, including charges and composition; and recommend to the Senate such revisions or amendments as appropriate and necessary;

m. keep and provide minutes of all Senate Executive Committee meetings;

n. review and revise as appropriate the apportionment of senators from the colleges and the library according to the *Statutes* (see Article II, § I, and Article IV, § 17);

o. adjust term limits of committee members and senators as necessary to ensure appropriate continuity and apportionment (see Article II, § I, and Article IV, § 17); and

p. communicate to the faculty at-large reminders of Senate Agenda deadlines, Senate meetings, locations of minutes, and the Librarian's Report.

**SECTION 6.** The duties of the PRESIDENT ELECT shall be as follows:

a. assist the President as a member of the Senate Executive Committee;

b. preside over the Senate in the absence of the President

c. attend all meetings with the Senate President.

**SECTION 67.** The duties of the SENATE SECRETARY shall be as follows:

a. collect, write, and distribute minutes of the proceedings of Senate meetings to the faculty (as defined in the *Statutes* of Georgia Southern University) with staff assistance from the Office of the Faculty Senate. The minutes shall be distributed at least 10 working days prior to the next scheduled Senate meeting.

**SECTION 78.** The duties of the SENATE LIBRARIAN shall be as follows:

a. provide to the members of the Faculty Senate an informative summary report of all minutes provided to the Librarian by the chairs of the standing committees and ad hoc committees of the Faculty Senate. The Librarian shall prepare the "Librarian's Report" with staff assistance from the Office of the Faculty Senate and shall distribute the report to the Senate at least five working days prior to the next scheduled Senate meeting. Committees presenting reports as separate agenda items should post minutes on the Senate web page at least five working days prior to the Senate meeting for consideration by the Senate;

b. serve as a faculty representative on the advisory council to the Provost/Vice President for Academic Affairs and shall prepare and distribute to the Senate a summary of the issues addressed at those meetings; and

c. serve as Chair of the Senate Elections Committee.

**SECTION 89.** The Senate Secretary and the Senate Librarian shall be sitting senators or senators-elect elected by the Senate at its final meeting of the spring semester. The Senate President and President Elect ~~Chair of the Senate Executive Committee~~ shall be a sitting senator and the President Elect shall be elected by the Senate at the final meeting of the spring ~~fall~~ semester preceding the beginning of his or her term. The President Elect shall serve the first year as President-Elect and the second year as Senate President; therefore the President Elect must have two remaining years in his or her term. These ~~three~~four Senate officers shall serve one-year terms beginning with the first day of the following academic year. The Senate Secretary and Senate Librarian ~~and~~ may succeed themselves for no more than one additional term (a total of two consecutive years). Persons elected to these positions must have had at least one prior year of service on the Faculty Senate prior to the start of the term to which they have been elected.

**SECTION 910.** Any action taken by the Senate Executive Committee may be overturned by a two-thirds vote of the Faculty Senate.

**SECTION 1011:** Should any of the Senate officers other than the Senate President and Chair of the Senate Executive Committee resign during their terms, an election to fill the remainder of the term shall take place at the next regular Senate meeting. If the ~~Senate Moderator~~ Senate President and Chair of the Senate Executive Committee resigns, the President Elect shall fill the remainder of the term and an election to fill the remainder of the President Elect's term shall take place at the next regular Senate meeting. Senate Executive Committee shall meet immediately to elect a pro tem moderator from among their members. Should the Librarian or Secretary resign, the Moderator-President Elect shall fill that position until



the election can be held.

#### ARTICLE IV—COMMITTEES

**SECTION 1.** The Faculty Senate shall discharge its responsibilities through a system of standing and ad hoc committees empowered by and responsible to the Senate. Some of these committees shall be designated as standing committees which have a well-defined purpose and whose functions continue from year to year. Others shall be designated as ad hoc committees created to address a particular issue or area of interest. All members of the faculty, ~~administrators~~, and students of Georgia Southern University are eligible for membership on Senate committees.

**SECTION 2.** The Elections Committee shall be chaired by the Senate Librarian. All other standing committees (the Graduate, Undergraduate, Academic Standards, Faculty Welfare, Faculty Development, Research, Service, Library, General Education and Core Curriculum Committees) are chaired by a voting member elected by the voting members of the committee for a renewable one-year term. Ad-hoc committee chairs shall be appointed by the Senate Executive Committee.

**SECTION 3.** Chairs of standing committees shall provide the Senate Librarian with reports of each committee meeting within 10 working days of such meetings for inclusion in the Librarian's Report. The chairs of the standing committees shall also submit, within 10 working days, to the Senate Executive Committee a prioritized list of actionable items to be included as agenda items for consideration by the Senate. Actionable items are defined as those items which affect the academic policies of the University.

**SECTION 4.** The Senate Executive Committee shall appoint senators or senate alternates to committees based on college/library divisions. Serious consideration shall be given to the qualifications of individuals appointed to Senate committees to ensure that their interests and backgrounds are appropriate for the functions of the specific committees to which they are appointed. A senator elected by a college or the library to serve on a standing committee may not also serve as the appointed senator to that committee.

**SECTION 5.** Non-Senate faculty members of standing committees shall be elected by the colleges and the library. Vacancies of elected positions on committees that occur following the regular election period are to be filled for the remainder of the term using procedures internally devised by the colleges and the library.

**SECTION 6.** Membership on standing committees shall normally be for a two-year term with the terms of office staggered to ensure no more than 50 percent turnover in any given year. No faculty member may serve more than two consecutive terms on a standing committee.

**SECTION 7.** Ad hoc committees shall have a specific charge concerning their activities and shall be dissolved with a formal action by the Senate upon accomplishing their purpose.

**SECTION 8.** All committees are empowered and encouraged to invite for counsel and advice from other members of the university community as appropriate.

#### STANDING COMMITTEES

**SECTION 9.** The responsibilities of the UNDERGRADUATE COMMITTEE shall be as follows:

- a. recommend to the Faculty Senate policy and procedures concerning undergraduate programs and curricula; review and approve all changes in undergraduate courses, major and minor programs, emphases, concentrations, and degrees; and maintain continuous review of all undergraduate academic programs;
- b. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- c. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Sections 3 and 11*.

**SECTION 10.** Voting membership of the Undergraduate Committee shall be composed of senators or senate alternates representing each college and the library, one per unit, appointed by the Senate Executive Committee and one elected faculty member per unit representing each college and the library and two elected faculty alternates per unit. An alternate for a unit may substitute for the elected faculty member of that unit or the Senate Executive Committee appointee of that unit at meetings. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among the voting members of the committee, and the SGA President or SGA Vice President of Academic Affairs.

**SECTION 11.** The Chair of the Undergraduate Committee shall present the minutes to the Senate as a regular agenda item. Motions approved by the Senate shall be forwarded on to the President or other appropriate party for final disposition.

**SECTION 12.** The responsibilities of the GRADUATE COMMITTEE shall be as follows:

- a. recommend policy and procedures concerning graduate programs and curricula and maintain continuous review of such programs;
- b. review and approve all changes to graduate courses, graduate programs, and degrees;
- c. review and approve policies for the appointment and retention of faculty members to the Graduate Faculty. Recommendations for appointment to the Graduate Faculty shall be forwarded to the Provost/Vice President for Academic Affairs by the director of Graduate Studies;
- d. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- e. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Sections 3 and 14*.

**SECTION 13.** Voting membership of the Graduate Committee shall be composed of senators or senate alternates representing each college and the library, one per unit, appointed by the Senate Executive Committee and one elected faculty member per unit representing each college and the library and two elected faculty alternates per unit. An alternate for a unit may substitute for the elected faculty member of that unit or the Senate Executive Committee appointee of that unit at meetings. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among the voting members of the committee, the director of Graduate Studies, a representative from the Office of Institutional Effectiveness, and a graduate student elected by the Graduate Student Organization. Senate and faculty representatives must be members of the graduate faculty.

**SECTION 14.** The Chair of the Graduate Committee shall present the minutes to the Senate as a regular agenda item. Motions approved by the Senate shall be forwarded on to the President or other appropriate party for final disposition.

**SECTION 15.** The responsibilities of the ACADEMIC STANDARDS COMMITTEE shall be as follows:

- a. review and recommend policy and procedures concerning academic standards as they affect the overall academic integrity of the University;
- b. recommend policy and procedures and act upon appeals concerning admissions, academic suspension and academic exclusion, special admission and readmission, and provisional and probationary procedures;
- c. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- d. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 16.** Voting membership of the Academic Standards Committee shall be composed of senators or alternates representing each college or the library, one per unit, appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee, and the Vice President for Student Affairs and Enrollment Management, or his/her delegate.

**SECTION 17.** The responsibilities of the GENERAL EDUCATION & CORE CURRICULUM COMMITTEE (GECC) shall be as follows:

- a. recommend to the Faculty Senate policy and procedures concerning general education (GE) and core curriculum (CC);
- b. propose, coordinate, and document the University's GE and CC outcomes, i.e., those the faculty expect to be achieved by all of the University's undergraduate students, regardless of their degree program;
- c. coordinate with the Undergraduate Committee and staff agencies, as required, to identify the courses and other student experiences intended to achieve GE and CC outcomes;
- d. plan, facilitate, and report the assessment of GE and CC outcomes;
- e. recommend and monitor improvements, based on the results of GE and CC assessment;
- f. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- g. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Sections 3 and 11*.

**SECTION 18.** Voting membership of the General Education & Core Curriculum Committee shall be composed of senators or senate alternates representing each college and the library, one per unit, appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs (or his/her delegate), who shall vote in the case of a tie among the voting members of the committee, the Associate Vice President for Institutional Effectiveness (or his/her delegate), the Vice President for Student Affairs and Enrollment Management (or his/her delegate), an advisor or advising coordinator designated by the Provost's Office, and the SGA President or SGA Vice President of Academic Affairs.

**SECTION 19.** The responsibilities of the ELECTIONS COMMITTEE shall be as follows:

- a. coordinate the election of faculty to the Senate according to the procedures set forth in the *University Statutes*;
- b. coordinate any other Senate elections as directed by the Senate Executive Committee;
- c. address other specific questions in this area that may be requested by the Senate Executive Committee;
- d. report to the Senate Executive Committee and the Senate as described in Article IV, *Section 3*;
- e. work with the President's Office to coordinate elections to university committees with Faculty Senate elections. Monitor elections to university committees, including the Faculty Grievance Committee when requested by the President;
- f. conduct apportionment calculations annually in January using the full-time faculty count available from the Provost. The committee will report their findings to the Senate Executive Committee, which will notify the election committees of the individual units regarding those findings and how many seats they have open for election; and
- g. complete elections and report election results to the Senate Executive Committee by April 1 of each year.

**SECTION 20.** Voting membership shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Secretary of the Senate, who shall vote in the case of a tie among the voting members of the committee. The committee shall be chaired by the Senate Librarian.

**SECTION 21.** The responsibilities of the FACULTY DEVELOPMENT COMMITTEE shall be as follows:

- a. recommend policy and procedures covering all aspects of the University's support of faculty development;
- b. review and evaluate proposals for faculty development funding and allocate funds budgeted for that purpose;
- c. review and evaluate nominations for awards and prizes in the area of faculty development; and
- d. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 22.** Voting membership of the Faculty Development Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee.

**SECTION 23.** The responsibilities of the FACULTY RESEARCH COMMITTEE shall be as follows:

- a. recommend policy and procedures covering all aspects of the University's support of faculty research and creative projects;
- b. review and evaluate proposals for faculty research funding and allocate funds budgeted for that purpose;
- c. review and evaluate nominations for awards and prizes in the area of faculty research;
- d. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- e. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

**SECTION 24.** Voting membership of the Faculty Research Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee.



SECTION 25. The responsibilities of the FACULTY SERVICE COMMITTEE shall be as follows:

- a. recommend policy and procedures covering all aspects of the University's support of faculty service;
- b. review and evaluate proposals for faculty service funding and allocate funds budgeted for that purpose;
- c. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- d. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

SECTION 26. Voting membership of the Faculty Service Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee.

SECTION 27. The responsibilities of the FACULTY WELFARE COMMITTEE shall be as follows:

- a. conduct an on-going study of campus, University System of Georgia, state and national policies affecting faculty benefits and working conditions;
- b. solicit suggestions and concerns related to faculty welfare from individual faculty members and groups of faculty;
- c. monitor existing evaluation procedures, instruments, validity, collections and distribution of data;
- d. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- e. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

SECTION 28. Voting membership of the Faculty Welfare Committee shall be composed of senators or alternates representing each college and the library appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee.

SECTION 29. The responsibilities of the LIBRARY COMMITTEE shall be as follows:

- a. review and recommend policy for the library, including public services and the allocation of departmental funds;
- b. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- c. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, *Section 3*.

SECTION 30. Voting membership of the Library Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the University Librarian, or his/her delegate, who shall vote in the case of a tie among voting members of the committee, one undergraduate student and one graduate student, chosen in an appropriate manner by the SGA and the Graduate Student Organization, respectively.

SECTION 31. The responsibilities of the STUDENT SUCCESS COMMITTEE shall be as follows:

- a. evaluate recruitment, admission and retention goals;
- b. review current and proposed policies related to recruitment, admission, and retention;
- c. identification of resource needs in those areas;
- d. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3.

SECTION 32. Voting membership shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of

SECTION 33. The responsibilities of the PLANNING, BUDGET, AND FACILITIES COMMITTEE shall be as follows:

- a. make recommendations concerning strategic planning, budgeting (including long-range planning and the annual budget prior to its submission to the Board of Regents);

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**Comment [RF1]:** Ex officio membership omitted because we don't yet know the structure of the administration. These were the ex officio members at ARM: the Associate Vice President for Enrollment Management and Success, the Dean of Students, the Director of Academic Advising and Support, the Director of Financial Aid, the Director of First Year Experience, the Director of the Honors Program, the Director of Multicultural Affairs, the Registrar, and the Trio Director. }

**Comment [MW2]:** Who are the non voting members here

**Comment [RF3]:** See my note above Non-voting ex officio members need to be filled in from the new University administration. See my comment above

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b. make recommendations planning, development, and expansion of physical facilities when such endeavors affect the academic mission of the university.

c. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3.

SECTION 34. Voting membership shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of

#### AD HOC COMMITTEES

**SECTION 3335.** Any member of the faculty may request that the Faculty Senate establish an ad hoc committee by completing the following requirements:

- a. submit a request in writing to the Senate Executive Committee stating specifically the problem, issue, and/or area of concern. The request must demonstrate that the issue is one of general concern for the University and not a matter concerning only an individual college or administrative area;
- b. outline the desired result from the committee activity (e.g., a report, revision of the *Statutes*, a new or revised administrative approach in a particular area). Requesting increased budgetary support in one or more areas at the expense of others is not a suitable purpose; and
- c. recommend (optional) the names of eligible persons who are interested or have special expertise in the identified area. Faculty senators and non-senators and other members of the university community are eligible to serve on ad hoc committees. Recommendations shall be considered, but final determination of the membership of a committee shall be made by the Senate Executive Committee.

**SECTION 3336.** The Senate Executive Committee shall decide whether to establish ad hoc committees. All requests to establish such a committee shall be answered in writing and shall be provided to the Faculty Senate with a statement from the Senate Executive Committee indicating approval or disapproval and the rationale for the decision.

**SECTION 3337.** If the request to establish an ad hoc committee is approved, the Senate Executive Committee shall appoint members to the committee including a senator as committee chair. The Senate Executive Committee shall also prepare a specific charge for the committee and specify a requested due date.

**SECTION 3438.** The faculty member requesting the formation of an ad hoc committee for which the request is denied may appeal to the full Faculty Senate as a regular agenda item. The Senate may override the decision of the Senate Executive Committee by majority vote of those present.

**SECTION 3539.** Ad hoc committees shall have the following reporting responsibilities:

- a. provide an interim report to the Senate Executive Committee in writing at least once each semester; and
- b. present a final report in writing to the Senate Executive Committee by the requested due date. The report shall be submitted as a regular agenda item at a meeting of the Faculty Senate by the ad hoc committee chair.

#### ARTICLE V—RATIFICATION AND REVISION

**SECTION 1.** These ~~2000-2018~~ *Bylaws* were approved by the Faculty Senate ~~unanimously on October 24, 2000.~~ Subsequent revision must be included as an agenda item and shall require a two-thirds vote of those present at a meeting of the Faculty Senate.

**SECTION 2.** The President shall call a meeting of the corps of instruction upon a petition of 10% of the members of the corps of instruction to consider proposed revisions to these *Bylaws* or to reverse, rescind, or modify revisions approved by the Faculty Senate.

~~The *Bylaws*, Article III, f 7a, were amended to read “five working days” instead of 10 working days. Approved by Faculty Senate Action, February 12, 2001.~~

~~The *Bylaws* were amended to delete the Athletics Committee. Approved by Faculty Senate Action, February 12, 2001.~~

~~The *Bylaws* as amended were approved by the Faculty Senate, April 25, 2002.~~

~~The *Bylaws* as amended were approved by the Faculty Senate, March 27, 2003.~~

**Comment [RF4]:** Ex officio membership omitted because we don't yet know the structure of the administration. These were the ex officio members at ARM: {one department head, one dean, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Financial Services, and the Vice President of External Affairs.}

**Comment [MW5]:** Who are the non-voting members here?

**Comment [RF6]:** See my response to your previous query.

**Comment [RF7]:** Do we want to specify that these will have been approved by the two faculty senates?

~~The Bylaws as amended were approved by the Faculty Senate, June 25, 2003.~~  
~~The Bylaws as amended were approved by the Faculty Senate, October 16, 2003.~~  
~~The Bylaws as amended were approved by the Faculty Senate, February 9, 2004.~~  
~~The Bylaws as amended were approved by the Faculty Senate, June 23, 2004.~~  
~~The Bylaws as amended were approved by the Faculty Senate, April 18, 2006.~~  
~~The Bylaws as amended were approved by the Faculty Senate, November 27, 2007.~~  
~~The Bylaws as amended were approved by the Faculty Senate, November 16, 2011.~~  
~~The Bylaws as amended were approved by the Faculty Senate, February 14, 2012.~~  
~~The Bylaws as amended were approved by the Faculty Senate, February 20, 2013.~~  
~~The Bylaws as amended were approved by the Faculty Senate October 8, 2014.~~  
The Bylaws as amended were approved by the Faculty Senate April 21, 2015.

## **Appendix C**

### **Faculty Senate Resolution: Recognition of Tim Moody, CIO**

Whereas Mr. Tim Moody has been part of the Armstrong family since 2014, and served as Armstrong's Chief Information Officer (CIO) since July 2016.

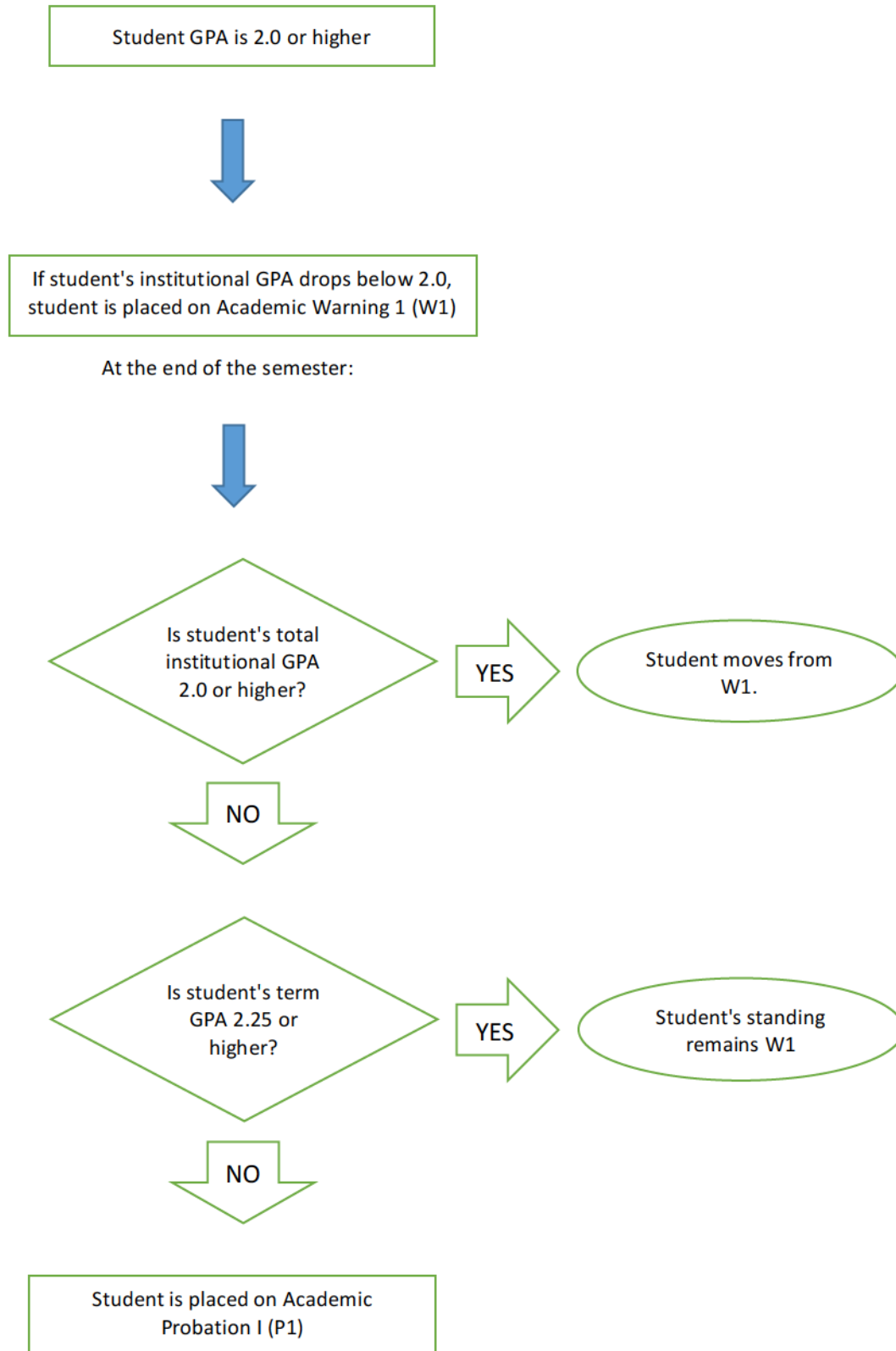
Whereas, Mr. Moody has played a vital role in assisting Armstrong with the transition to the new consolidated Georgia Southern University.

Be it resolved that:

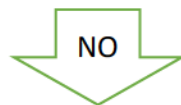
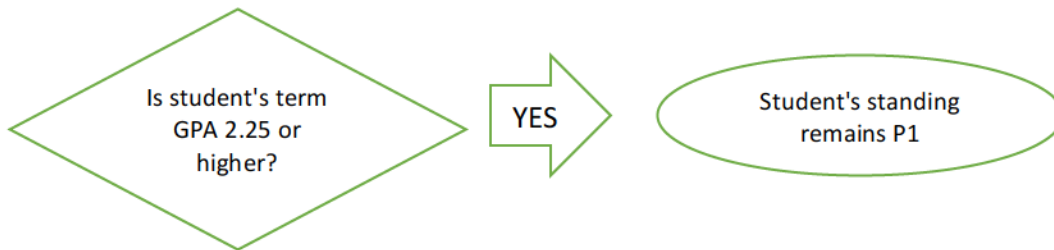
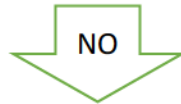
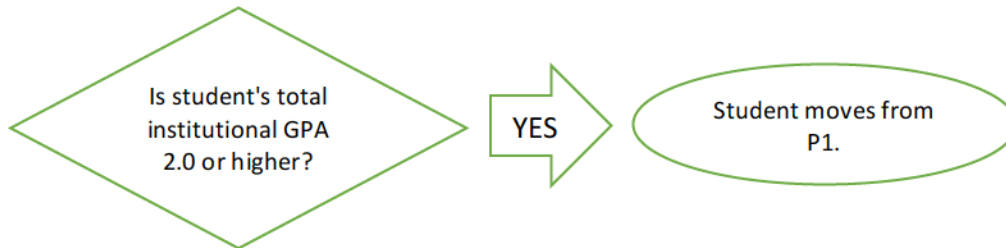
The Faculty Senate of Armstrong State University expresses its sincere gratitude to Mr. Tim Moody for his leadership as Armstrong's CIO. We wish him a speedy recovery, and we will continue to keep him and his family in our thoughts and prayers.

## Appendix D

### Academic Standing Policy - Visual (Effective Fall 2018)



At the end of the semester:



Student is placed on Academic Suspension 1 (E1)

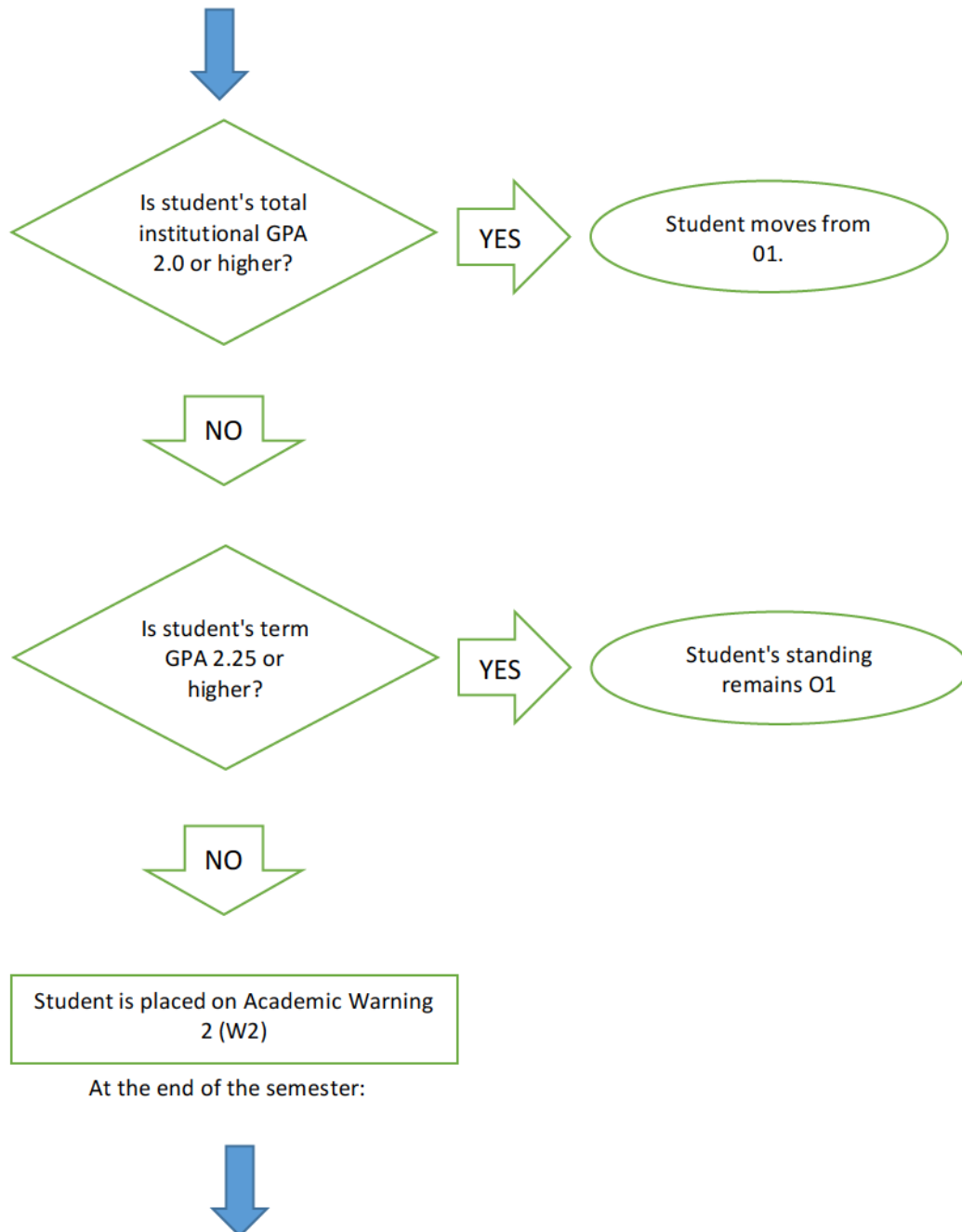
Academic Suspension 1 is for two consecutive 15-week semesters.

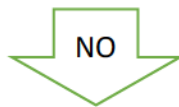
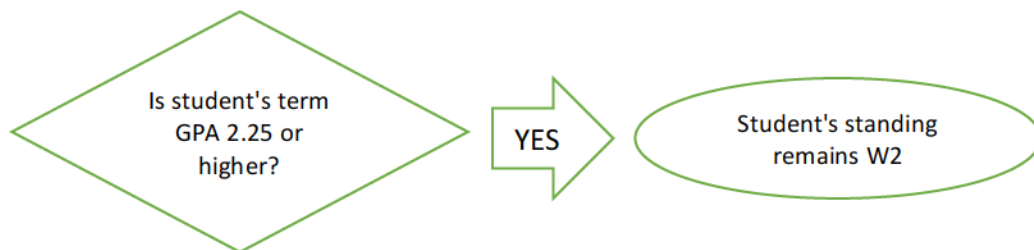
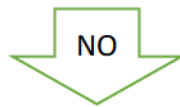
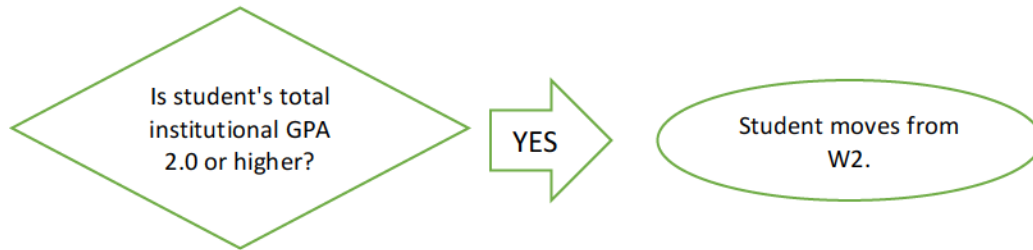


Student is readmitted to the University after sitting out 2 semesters or receiving an approved appeal from the Academic Standards Committee or the Dean of his/her College.

Student's readmit status is O1

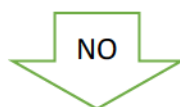
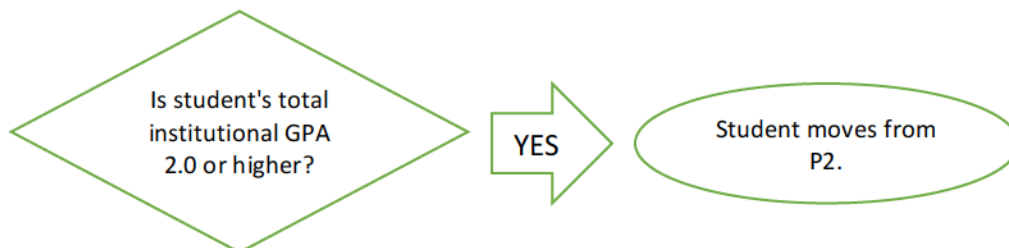
At the end of the semester:

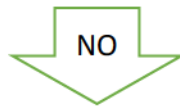
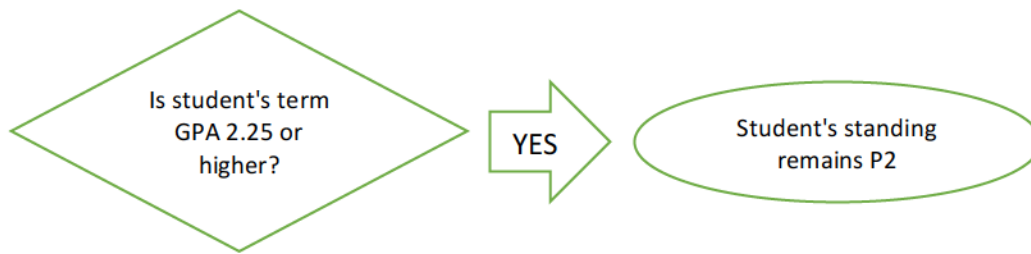




Student is placed on Academic Probation 2 (P2)

At the end of the semester:





Student is placed on Academic Suspension 2 (E2)

Academic Suspension 2 is for three years.



Student is readmitted to the University by an approved appeal from the Academic Standards Committee or the Dean of his/her College.



## **Academic Standing Policy**

If a student has an institutional GPA less than 2.0, one of the following will apply:

### Academic Warning 1 (W1)

A student will be placed on Warning 1 (W1) status at the end of the first semester of enrollment in which his/her institutional GPA drops below 2.0.

- A student on W1 status will move from W1 when his/her institutional GPA is 2.0 or higher.
- A student on W1 status will remain on W1 status if s/he earns a term GPA of 2.25 or higher for the term but the institutional GPA is below 2.0.
- A student who begins the semester on W1 will be placed on Academic Probation 1 (P1) if his/her term GPA is not 2.25 or higher at the end of the semester and the institutional GPA is below 2.0.

### Academic Probation 1 (P1)

A student will be placed on Probation 1 (P1) status if s/he was previously on Warning 1 (W1) status, s/he has a term GPA below 2.25, and his/her institutional GPA is below 2.0.

- A student on P1 status will move from P1 when his/her institutional GPA is 2.0 or higher.
- A student on P1 status will remain on P1 status if s/he earns a term GPA of 2.25 or higher for the term but the institutional GPA is below 2.0.
- A student who begins the semester on P1 will be placed on Academic Suspension 1 (E1) if his/her term GPA is not 2.25 or higher at the end of the semester and the institutional GPA is below 2.0.

### Academic Suspension 1 (E1)

Academic Suspension results when a student who begins the semester on Academic Probation 1 (P1) does not earn either a term GPA of 2.25 or an institutional GPA of 2.0 at the end of the semester.

- A student on E1 status cannot be enrolled at Georgia Southern until they have not been enrolled for two consecutive fifteen-week semesters.
- Any student suspended from the university may submit an appeal to the Academic Standards Committee to be readmitted any time during the two-semester suspension period. If the appeal is denied by the Academic Standards Committee, the student may appeal to the Dean of his/her College.
  - If a student's readmission appeal is approved by either the Academic Standards Committee or the Dean of his/her College, the student will remain enrolled at

the University and will be placed on an intermediate (01) status. A student will be allowed no more than one approved appeal.

#### Academic Warning 2 (W2)

A student will be placed on Warning 2 (W2) status at the end of the first semester after academic suspension (E1).

- A student on W2 status will move from W2 when his/her institutional GPA is 2.0 or higher.
- A student on W2 status will remain on W2 status if s/he earns a term GPA of 2.25 or higher for the term but the institutional GPA is below 2.0.
- A student who begins the semester on W2 will be placed on Academic Probation 2 (P2) if his/her term GPA is not 2.25 or higher at the end of the semester and the institutional GPA is below 2.0.

#### Academic Probation 2 (P2)

A student will be placed on Probation 2 (P2) status if s/he was previously on Warning 2 (W2) status, s/he has a term GPA below 2.25, and his/her institutional GPA is below 2.0.

- A student on P2 status will move from P2 when his/her institutional GPA is 2.0 or higher.
- A student on P2 status will remain on P2 status if s/he earns a term GPA of 2.25 or higher for the term but the institutional GPA is below 2.0.
- A student who begins the semester on P2 will be placed on Academic Suspension 2 (E2) if his/her term GPA is not 2.25 or higher at the end of the semester and the institutional GPA is below 2.0.

#### Academic Suspension 2 (E2)

Academic Suspension 2 results when a student who begins the semester on Academic Probation 2 (P2) does not earn either a term GPA of 2.25 or an institutional GPA of 2.0 at the end of the semester.

- A student on E2 status cannot be enrolled at Georgia Southern for three years.
  - Students who are not enrolled for three years may be eligible for academic renewal.
    - The granting of academic renewal does not supercede financial aid policies regarding Satisfactory Academic Progress.
- Any student suspended from the university may submit an appeal to the Academic Standards Committee to be readmitted any time during the three-year suspension

period. If the appeal is denied by the Academic Standards Committee, the student may appeal to the Dean of his/her College.

- If a student's readmission appeal is approved by either the Academic Standards Committee or the Dean of his/her College, the student will remain enrolled at the University and will be placed on an intermediate (02) status. A student will be allowed no more than one approved appeal.

**Financial Aid Implications:**

A student's ability to receive future financial funding and ability to meet the Federally mandated Standards of Academic Progress may be impacted by his/her academic standing. Furthermore, earning a 2.0 institutional GPA or higher does not necessarily meet financial aid requirements regarding Satisfactory Academic Progress. Students should make an appointment with a financial aid counselor.

\*Note: New Academic Standing Policy is effective Fall 2018. All students enrolled at Georgia Southern Fall 2018 will start .

\*\*Students on Warning (W1 & W2) and Probation (P1 & P2) continue to be in good standing with the University.

\*\*\*Institutional GPA is calculated using only the courses enrolled in and completed at Georgia Southern University. Transfer courses are not included in this calculation.

## Appendix E

### Dropping or Withdrawing from Courses

#### **Policy for Dropping Courses:**

A student who drops a course before the drop/add period is over does not receive a grade in the course and the course does not appear on the academic transcript. Courses dropped for non-attendance or for non-payment will also not appear on the academic transcript

#### **Course Withdrawal Policy:**

Students are allowed to withdraw (published on the University Calendar for each term) from a course up to and including the last day to withdraw without academic penalty. Withdrawing from a course requires either the submission of a withdrawal via WINGS or the submission of a paper "Course Withdrawal" form to the Registrar's Office. Fees will not be reduced if a student withdraws from a course and grade of "W" will be recorded on their transcript.

Before withdrawing from a class, students should speak with their instructors, academic advisors, and financial aid counselors. While there can be good reasons for withdrawing from a course, a student should understand the consequences of withdrawing from a course in regards to their degree program, progress towards graduation, and financial aid.

#### **Policy Limiting Individual Course Withdrawals:**

Undergraduates may withdraw from a maximum of six (6) courses for their entire enrollment at the University. Students who have reached their maximum number of withdrawals may elect to receive a "withdrawal-failing" (WF) grade in the course, which is calculated as an "F" for GPA purposes. A student who attempts to withdraw from a course beyond the limit without special permission from the dean of his or her college will continue to be enrolled in the course and will receive a grade at the end of the semester.

Only withdrawals incurred at Georgia Southern University count toward the maximum number of withdrawals. Withdrawals incurred prior to the implementation date (Fall 2018) will not count toward students' number of allowed withdrawals. Transfer students, irrespective of their classification upon enrolling at Georgia Southern, are also limited to six withdrawals at Georgia Southern.

Automatic exceptions are as follows:

- Withdrawals are automatically exempt from the maximum number of withdrawals when

students withdraw from all classes for military or hardship reasons that are documented and approved.

- Linked lecture-lab courses will count as a single course withdrawal.

Petitions for exception based on other circumstances are heard in the following manner:

- In cases where students completely withdraw from the University for reasons not covered by the second bullet above, students may petition in writing to the Dean of Students (or the dean's designee) to have these courses exempted from the total number allowed by completing the Voluntary Cancellation/Withdrawal Form.
- Once the withdrawal limit is reached, students will only be allowed to withdraw from an individual course or courses for extenuating circumstances beyond their control. To withdraw without penalty in these cases, students must appeal in writing to the dean (or the dean's designee) of their academic college (not necessarily the college in which the course is taught). Appeals for individual withdrawals are not heard unless the student has already reached the maximum number of withdrawals allowed.

***Nothing in this list of exceptions affects a student's existing responsibilities for course fee payment or a student's financial aid status.***

#### **Awarding a "W" after Midterm for non-Academic Reasons:**

If a student wishes to withdraw from a course after the last day to withdraw without academic penalty, the course instructor must certify on the "Petition to Withdraw from a Specific Course" form all four of the conditions below and recommend withdrawal:

1. All work was up-to-date as of the last day to withdraw without academic penalty.
2. The work was of passing quality at the last day to withdraw without academic penalty.
3. Attendance was satisfactory up to the last day to withdraw without academic penalty.
4. The factors justifying withdrawal are essentially non-academic and developed after the last day to withdraw without academic penalty.

The instructor will be asked by the student to deliver the form to his/ her Department Chair. The Department Chair also must recommend the withdrawal. If the instructor and Department Chair approve the withdrawal, the form must be sent to the Dean. The instructor or the Department Chair may deliver the form to the Dean. The Dean will submit the petition to the Office of the Registrar if he/she approves and recommends the withdrawal. **Students who have met their six (6) maximum withdrawals will not be given the option to use this form to**

**withdraw from any courses.**

**Financial Aid Implications:**

Withdrawing from a course may affect a student's ability to receive future financial aid and may significantly affect a student's ability to meet the Federally mandated Standards of Academic Progress. Before withdrawing from a class, students should speak with their academic advisors and financial aid counselors.



## Appendix F

### Limited Grade Forgiveness Policy

Under the conditions outlined below, undergraduate students who have retaken courses and earned a higher grade may request to have the first grade excluded from their institutional GPA. If the request is approved, the Office of the Registrar will make appropriate notations next to the original course and the retaken course on the student's official transcript. Grades for all attempts at the course will appear on the student's official transcript regardless of whether or not the grade has been excluded from the student's GPA.\* This policy has no effect on any GPA requirements set by state or federal laws/regulations (such as the GPA requirements set by the HOPE scholarship program). A copy of the request and approval will become part of the student's permanent record file. The attempt to repeat must be made in Spring 2019 or thereafter. Students who have repeated courses prior to this date will not be allowed to delete earlier attempts from their GPA calculation.

An undergraduate student may request to have a grade excluded from GPA computation under the following conditions:

- Only courses in Areas A through E of the University CORE are eligible for grade forgiveness.
- Only courses taken at Georgia Southern University are eligible for grade forgiveness.
- No more than a total of five course grades (from five different courses) may be replaced and excluded from the student's GPA calculations.
- Before requesting to apply the limited grade forgiveness policy, a student must have either retaken the same undergraduate course (or the renumbered substitute for that course) or taken a course that satisfies the same CORE requirement and earned a higher grade in the course retaken.
- Once a request has been approved the request cannot be revoked or reversed.
- Only grades of D, F, and WF may be forgiven.
- This policy does not apply if the original grade was assigned as a result of a violation of the Student Code of Conduct.
- The Limited Grade Forgiveness Policy applies only to degree-seeking students pursuing their first undergraduate degree at Georgia Southern University.

\*Courses that do not count towards GPA calculations cannot count towards degree requirements.

### Financial Aid Implications

The granting of limited grade forgiveness does not supercede financial aid policies regarding Satisfactory Academic Progress.





## **Appendix G**

### **Withdrawing from the University:**

To discontinue enrollment prior to the first day of University classes, a student should complete and submit a Voluntary Cancellation Form. Any student who wishes to withdraw from school during the semester must complete and submit an official Withdrawal Form. Failure to complete and submit an official Withdrawal Form will result in the assignment of failing grades in all courses for which the student registered. A withdrawal is not permitted after the last day of classes. Grades of "W" will be given for all courses if the withdrawal is before the last day to withdraw without academic penalty. Grades of "WF" will be given for all courses if the withdrawal is completed after the last day to withdraw. A "WF" grade is calculated in the GPA as an "F" grade. Students will not be able to withdraw from all of their classes via WINGS. WINGS prevents students from withdrawing from their last course over the web.

Before withdrawing from the university, students should speak with their instructors, academic advisors, and financial aid counselors. While there can be good reasons for withdrawing from the university, a student should understand the consequences in regards to their degree program, progress towards graduation, and financial aid.

### **Military Withdrawal:**

A student who is called to active duty to serve in the military while attending courses at Georgia Southern University is eligible to receive a Military Withdrawal. Students receiving this type of withdrawal are withdrawn as of the first day of University classes for the term. A 100% refund is issued. The student will receive "WM" grades for all courses that s/he enrolled in during the semester. The "WM" grades that are assigned will not affect the student's GPA. To process this type of withdrawal, the student needs to submit a "Withdrawal Form." The student will need to provide the Office of the Registrar with a copy of his/her orders stating the date and place of deployment assigned by the military. Military withdrawals are exempt from the Policy Limiting Individual Course Withdrawals.

### **Hardship Withdrawals:**

In the event a student faces circumstances of extreme duress beyond his/her control, the student may request a hardship withdrawal from the university. Hardship withdrawals are not meant to be used for appealing academic matters (e.g. grades), but should be used when a student seeks to withdraw from all classes and leave the university for the remainder of that semester. Grades must be posted before a student is eligible to apply for a hardship withdrawal.

Hardship withdrawals should fall into one of three categories: medical, personal, or financial. Students will be required to justify their withdrawal with documentation. In instances where a student's circumstances warrant only a partial withdrawal, documentation will be required to substantiate why this student is able to continue with some coursework but not all coursework. If the hardship withdrawal is granted, the student will receive "WH" grades for courses that s/he enrolled in during the semester.

#### *Hardship Withdrawal Documentation*

**Personal Statement of Hardship:** The written personal statement of hardship should explain how and/or why the non-academic emergency impacted studies. It is essential that the student provide accurate details about the circumstances surrounding the hardship, date(s) of the hardship event(s), and an account of how the event(s) specifically prevented the completion of coursework. In addition, the student will provide official documentation supporting his/her hardship. This documentation should be consistent with the student's personal statement, and all documentation will be verified prior to the rendering of any decision regarding the student's hardship withdrawal.

#### *Categories of Hardship and Documentation Requirements*

- Medical (e.g. physical or psychological emergencies): Students may petition for a hardship withdrawal from the University when significant physical or psychological impairments beyond the student's control interfere with the ability to meet academic requirements.
  - The student will supply a physician's report on office letterhead. This document will include the physician's name, address, phone number, nature of patient's illness or accident, dates of treatment, prognosis, and the reason they feel that the student can no longer complete his/her coursework. This document must be signed and dated.
  - Medical withdrawals are exempt from the Policy Limiting Individual Course Withdrawals.
- Personal (e.g. severe medical illness within family, death in the family, arrests, etc.): The student will supply appropriate documentation that builds a case for hardship withdrawal due to personal issues. These documents may include but are not limited to death certificates, obituaries, police reports, or physician's letters. The student should obtain documents that contain contact information, are dated, and, if possible, are notarized.

- The petition for a personal withdrawal must occur after grades have been recorded for the semester.
- Personal withdrawals are exempt from the Policy Limiting Individual Course Withdrawals.
- Financial (e.g. loss of sole-supporting job, mandatory job changes): The student will supply documentation from an employer or supervisor that clearly states the mandatory change and the date that these changes took place or will take place. This document should contain contact information for an organizational representative that can verify these changes, preferably a human resource professional.
  - A student's inability to have financial aid in place at the start of a term is NOT grounds for hardship withdrawal due to financial issues.
  - Financial withdrawals are exempt from the Policy Limiting Individual Course Withdrawals.

**SPECIAL NOTE: Application for a Hardship Withdrawal does not guarantee the student a grade of WH.**

### **Financial Aid Implications**

All students seeking either a partial or full hardship withdrawal from the University are strongly recommended to make an appointment with a financial aid counselor. This is of utmost importance if the student has received any financial aid (e.g. scholarships, grants, loans, etc.). the granting of a hardship withdrawal may affect the student's ability to receive future financial aid and may greatly affect the student's ability to meet the Federally mandated Standards of Academic Progress. Students should be advised that the granting of a hardship withdrawal does not negate the requirements of meeting the Standards of Academic Progress or the policies regarding mandatory Return of Title IV funds.